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19 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report

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1. On Wednesday [REDACTED] and I visited the CIA Librarian, Mr. [REDACTED] to discuss cataloging the LS book collection, a task we have not had time to tackle in the past. We discussed the merits of using the Library of Congress system or a system of our own. We all agreed that for the kind of collection LS has that our own cataloging system would best fit our problems, particularly since so many of our books are of foreign origin and because a number of them are in foreign languages, sometimes in non-Roman graphological systems. We established a liaison between June and the Library's Chief Cataloguer, [REDACTED] who offered us technical assistance any time we need it.

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2. In our search for a third Lao instructor, [REDACTED] visited Immigration and Naturalization Service to check their file on persons of Lao origin in the United States. He discovered that there are only three permanent resident Laotians in the country and 43 others with a variety of visas. With one exception, those in the Washington area are not available for employment. We are considering that individual for the position on our Lao faculty.

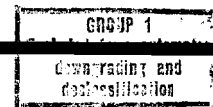
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3. At the request of EA/TR, the Language School has nominated one of its officers, Mr. [REDACTED] to be the OTR vice-chairman for the annual Savings Bond drive.

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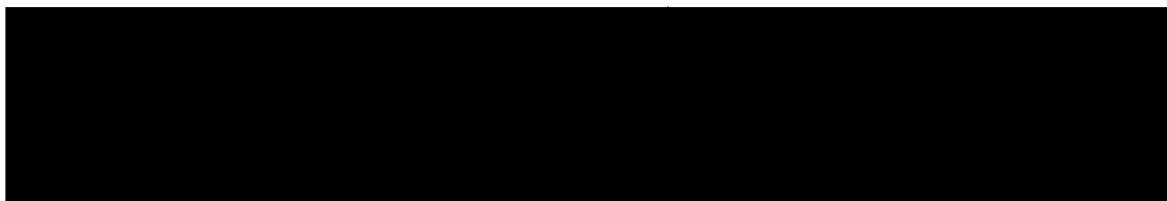
4. The seventh running of the Basic Instructor Training Course, coordinated by [REDACTED], began April 13. Since we have hired very few new instructors during the last six months, there are only two people to be trained. The course will meet twice a week for three weeks.

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6. Dr. William Van Buskirk, Chief of the FSI Germanic Department, visited us this week to talk about teaching materials and matters of common concern with [REDACTED]. He was most impressed with the visual aids we are currently working on and expressed interest in arranging a larger meeting between LS and FSI linguists. We are in favor of such a conference and plan to sound out DLI as well. The Interagency Language Roundtable is chiefly concerned with trends and highlights, not with the type of day-to-day problems that are of interest to the Department Chiefs. A meeting of this type could be very useful to all the language schools concerned.

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7. During the week of April 5, [REDACTED], Chief of the Slavic Department, was in the Carmel-San Francisco area on leave and took advantage of the opportunity to call on the Defense Language Institute, West Coast Branch, in Monterey. He talked for over two hours with the Commanding Officer of the Institute, Colonel Kibbey M. Horne, who described some of the current problems and activities, such as teacher recruitment and training, proficiency testing, and development of audio-visual aids. [REDACTED] then spent the remainder of his visit with his special interest, the East Slavic Division, where he was particularly impressed with the extensive in-house production of video tapes to augment and facilitate the presentation and practice of dialogues, the principal tool of the audio-lingual method. Colonel Horne generously offered to furnish us with copies of any of the video presentations we might wish (they are now available in Russian, French, Vietnamese, and Arabic), provided we supply blank tapes. We plan to request sample copies. Colonel Horne will be visiting the Washington area in May and plans to call on our School at that time.

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8. Language School Statistics:

Students and Classes as of the week of 5 - 9 April 1971:

Students

Full-time - 96
Part-time - 165 (49 BAHIT)
(67 Hqs.)
TOTAL.....261

Classes

Full-time - 36
Part-time - 54 (8 BAHIT)
(13 Hqs.)
TOTAL.....90

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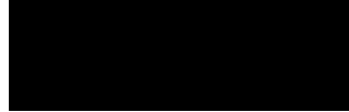
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Laboratory hours for the week of 5 - 9 April 1971:

Language School - 204
Headquarters - 48

There were 23 proficiency tests given during the week of
5 - 9 April 1971.

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Acting Chief, Language School

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